

File No.5(1)7/12-UTCS(TS-1)/ 68-224

Date 02-01-13

CIRCULAR

987
10/01/13

The Directorate of Training is entrusted with the basic responsibility of conducting training programmes for various levels of officials/officers in various areas of administration. The Directorate has identified subjects needing basic knowledge and skill for functional efficiency. A three day's training course on "**Basic Functional Efficiency in Computerization**" is an important course in the list. The Course shall commence on 04th February, 2013 to 06th February, 2013 (Monday to Wednesday).

IMPORTANCE OF THE COURSE

Computerization in Government Departments has become an important tool for improving efficiency and effectiveness of the organization. It helps in maintaining archival data as well as current data, creation of well formatted textual as well as graphical documents and accessing of information from other sources as well as dissemination of information to other sources through Internet with speed, accuracy, diligence and reduced paper work.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit those working in the Government, its local/autonomous bodies and Public sector undertakings. The course would be useful to all government functionaries, both at middle and lower level management to maintain data records and accessing/dissemination of information to/from other sources with the help of internet with speed, accuracy and reduced paper work. Training Module/Learning Units are enclosed.

OBJECTIVES OF THE COURSE

At the end of the Course the participants will be able to:

1. Operate and handle computer hardware.
2. Create formatted textual as well graphical document.
3. Maintain database.
4. Use internet with security techniques
5. Mail the data/text data electronically.
6. Manage graphical data.

CONTENTS OF THE COURSE

1. Basics of Computer
2. Introduction to MS Word
3. Introduction to MS Excel
4. Introduction to MS PowerPoint.
5. Introduction to MS Access
6. Introduction to Computer networks, Internet and its security techniques
7. Introduction to Outlook Express
8. Introduction to PageMaker and Corel Draw

METHODOLOGY OF THE COURSE

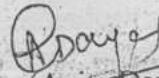
The Course would be conducted by experts and experienced in the area of Information Technology. While lecture method would be generally followed, practical application in computer will also be included in all sessions. The Course would be interactive and participants would be encouraged in raising questions and getting the doubts cleared.

NOMINATIONS FOR THE COURSE

1. The Course envisages class strength of 40 Participants.
2. Nominations shall be accepted on first-come-first-serve basis.
3. Nomination letter along with bio-data form of the participants in the format prescribed (enclosed) may be sent by 28th January, 2013.
4. Nominations received after 28th January, 2013 may not be entertained.
5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

OTHER INSTRUCTIONS

1. Participants are expected to come prepared with basic information on the course subject.
2. Participants may bring copies of the latest departmental/Government circulars/orders/reports etc., relating to the course subject, if any available. This would benefit other participants, the Directorate and also the faculty.
3. Participants are expected to observe punctuality and regularity.
4. Participants are expected to keep their mobile phones on silent mode during the training sessions.
5. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
6. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
7. Participants may contact the undersigned for any information/clarification on training course.
8. Contact/correspondence may be made on Tel. Fax No. **22308552**, email address **adtrglutcs.delhi@nic.in**.


(Anita Dayal)

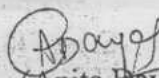
Assistant Director (Training)

File No.5(1)7/12-UTCS(TS-1)/ 68-234

Date 02-01-13

Copy forwarded to:

1. All HODs/Local/Autonomous Bodies and State Undertakings/Corporations.
2. S.O. to the Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, N.D.-2
3. E.O. for updating on the website of the Department.


(Anita Dayal)

Assistant Director (Training)

DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
 Institutional Area, Vishwas Nagar, Behind Karkardooma Courts, Shahadara, Delhi-32
 File No.5(1)7/12-UTCS(TS-1)/ Date

TRAINING MODULE ON BASIC FUNCTIONAL EFFICIENCY IN COMPUTERIZATION

Name of the Package of Courses		BASIC FUNCTIONAL EFFICIENCY
Duration of the Course		Three Days 04 th February, 2013 to 06 th February, 2013 (Monday to Wednesday)
Number of Sessions		Twelve (12)
Training Branch		I
Name of Course Coordinator		Mrs. Anita Dayal, Asstt. Director
Sessions	Duration	Topics Proposed Speaker
04.02.2013 Session - I 10.00 am- 11.15am	75 Min.	• Introduction to computers
Tea		
Session - II 11.30 am- 12.45pm	75 Min.	• Basic and advanced operations in computers for daily office use
Lunch		
Session - III 01.45 pm- 03.00pm	75 Min.	• Introduction to MS Word
Tea		
Session - IV 03.15 pm- 04.30pm	75 Min.	• More Topics on MS Word
05.02.2013 Session - V 10.00 am- 11.15am	75 Min.	• Introduction to MS Excel
Tea		
Session - VI 11.30 am- 12.45pm	75 Min.	• Calculations and more Topics on MS Excel
Lunch		
Session - VII 01.45 pm- 03.00pm	75 Min.	Introduction to Power Point
Tea		
Session - VIII 03.15 pm- 04.30pm	75 Min.	Introduction to MS Access
06.02.2012 Session - IX 10.00 am- 11.15am	75 Min.	• Introduction to Computer Networks and Internet and Network Security
Tea		
Session - X 11.30 am- 12.45pm	75 Min.	• E-mail and Practical operations in Government websites and portals
Lunch		
Session - XI 01.45 pm- 03.00pm	75 Min.	• Introduction to Microsoft OUTLOOK
Tea		

File No.5(1)13/12-UTCS(TS-I)/ 235-401

Date 02-01-13

CIRCULAR

The Directorate of Training is entrusted with the basic responsibility of conducting training programmes for various levels of officials/officers in various areas of administration. The Directorate has identified subjects needing basic knowledge and skill for functional efficiency. A two day's training course on "Basic Functional Efficiency for Personal Secretary/Assistants" is an important course in the list. The Course shall be held from 25th February, 2013 to 26th February, 2013 (Monday- Tuesday).

IMPORTANCE OF THE COURSE

Personal/Private Secretary (PS) or Personal Assistant (PA) works closely with officer and assists him/her almost every hour during the working time. He/she handles numerous secretarial and administrative tasks and also acts as officer's first point of contact with the public. There is a relationship of trust between the PS/PA and his/her officer. Discretion and confidentiality are, therefore, essential attributes for a successful PA.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit those working in the Government, its local/autonomous bodies, and Public sector undertakings, as Personal/Private Secretary/Assistant. Training Module/Learning Units are enclosed.

OBJECTIVES OF THE COURSE

At the end of the Course the participants will be able to :

1. Explain duties expected from PS/PA.
2. Describe attributes of efficient PS/PA.
3. Elaborate on relationship of trust and confidentiality.

CONTENTS OF THE COURSE

1. Need of Personal/Private Secretary/Assistant in Government Office and his role.
2. Charter of duties of the Personal/Private Secretary/Assistant in Government Office.
3. Attributes of ideal Personal/Private Secretary/Assistant.
4. Career prospects/opportunities for betterment and examples of successful PS/PA.
5. Communication with Etiquettes.
6. Time Management.

METHODOLOGY OF THE COURSE

The Course would be conducted by experts and experienced in the area. While lecture method would be generally followed, case examples may also be included in some sessions. The Course would be interactive and participants encouraged to raise questions and get the doubts cleared.

NOMINATIONS FOR THE COURSE

1. The Course envisages class strength of 40 Participants.
2. Nominations shall be accepted on first-come-first-serve basis.
3. Nomination letter along with bio-data form of the participants in the format prescribed (enclosed) may be sent by 18th February, 2013.
4. Nominations received after 18th February, 2013 may not be entertained.
5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

OTHER INSTRUCTIONS

1. Participants are expected to come prepared with basic information on the course subject.
2. Participants may bring copies of the latest departmental/Government circulars/orders/reports etc., relating to the course subject, if any available. This would benefit other participants, the Directorate and also the faculty.
3. Participants are expected to observe punctuality and regularity.
4. Participants are expected to keep their mobile phones on silent mode during the training sessions.
5. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
6. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
7. Participants may contact the undersigned for any information/clarification on training course.
8. Contact/correspondence may be made on Tel. Fax No. 22308552, email address adtrglutcs.delhi@nic.in.

(Signature)

(ANITA DAYAL)

Assistant Director (Training)

File No.5(1)13/12-UTCS(TS-I)/~~10345-10509~~ 235-401

Date 02-01-13

Copy forwarded to:

1. All HODs/Local/Autonomous Bodies and State Undertakings/Corporations.
2. S.O. to the Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, N.D.-2
3. Assistant Director, Trg.-V, Directorate of Training, UTCS for updating on the website of the Department.

(Signature)

(ANITA DAYAL)

Assistant Director (Training)

**DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi 32**

File No.5(1)13/12-UTCS(TS-I)/

Date

**TRAINING MODULE ON BASIC FUNCTIONAL EFFICIENCY FOR
PERSONAL SECRETARY/ASSISTANTS**

Name of the Package of Courses		BASIC FUNCTIONAL EFFICIENCY
Duration of the Course		Two day 25 th February, 2013 to 26 th February, 2013 (Monday- Tuesday)
Number of Sessions		Eight
Training Branch		I
Name of Course Coordinator		Ms. Anita Dayal, Asstt. Director
Sessions	Duration	Topics
25.02.2013		
Session – I 10.00 am- 11.15am	75 Min.	<ul style="list-style-type: none"> Brief background of working of Government office. Need & Role of Personal & Private Secretary
Tea		
Session – II 11.30 am- 12.45pm	75 Min.	<ul style="list-style-type: none"> Charter of duties of the Personal/ Private Secy./ Assistant in Government office. Comparison with Private Sector
Lunch		
Session – III 01.45 pm- 03.00pm	75 Min.	<ul style="list-style-type: none"> Attributes of Ideal Personal/ Private Secy./ Assistant Use of new office automation devices
Tea		
Session – IV 03.15 pm- 04.30pm	75 Min.	<ul style="list-style-type: none"> Challenges in the job of PS & PAs in the Government Career Prospects / opportunities for betterment and examples of successful PS/PA.
26.02.2013		
Session – V 10.00 am- 11.15am	75 Min.	<ul style="list-style-type: none"> Communication with Etiquettes
Tea		
Session – VI 11.30 am- 12.45pm	75 Min.	<ul style="list-style-type: none"> Telephone/ Conference Call/ Meeting Etiquettes
Lunch		
Session – VII 01.45 pm- 03.00pm	75 Min.	<ul style="list-style-type: none"> Time Management in Government Setup
Tea		
Session – VIII 03.15 pm- 04.30pm	75 Min.	<ul style="list-style-type: none"> Time Management (continued)

BIODATA FORM

(For Employees of GNCTD, Local/Autonomous Bodies/Corporations etc)

Training Programme:

Course Code: BFE

Date of Training Programme:

[Tick mark (✓) the appropriate box]

01.	Name (As per Service Book)	<table border="1"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>																																																																								First
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02.	Designation																																																																									
03.	Service Cadre	IAS <input type="checkbox"/>	DANICS <input type="checkbox"/>	DASS <input type="checkbox"/>	Accounts <input type="checkbox"/>	Medical <input type="checkbox"/>	ENG. <input type="checkbox"/>	Teaching <input type="checkbox"/>	Others <input type="checkbox"/>																																																																	
04.	Name of the Department/Organisation																																																																									
05.	Category of Dept./Organisation	Delhi Govt. <input type="checkbox"/>	Local Body <input type="checkbox"/>																																																																							
		Autonomous Body <input type="checkbox"/>	PSU <input type="checkbox"/>																																																																							
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07.	Date of Birth	<input type="text"/> <input type="text"/> DD	<input type="text"/> <input type="text"/> MM	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> YYYY																																																																						
08.	Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>																																																																							
09.	Category	UR <input type="checkbox"/>	SC <input type="checkbox"/>	ST <input type="checkbox"/>	OBC <input type="checkbox"/>	Other <input type="checkbox"/>	Pl. Specify <input type="text"/>																																																																			
10.	Educational Qualification [Highest qualification]	Middle <input type="checkbox"/>	Metric <input type="checkbox"/>	Inter <input type="checkbox"/>	Graduate <input type="checkbox"/>	P.Grad <input type="checkbox"/>	M.Phil <input type="checkbox"/>	Ph.D <input type="checkbox"/>	Others <input type="checkbox"/>																																																																	
11.	Professional/Technical qualification																																																																									
12.	Date of joining the Service	<input type="text"/> <input type="text"/> DD	<input type="text"/> <input type="text"/> MM	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> YYYY																																																																						
13.	Pay Band & Grade Pay																																																																									
14.	Details of trainings attended in the past in the Directorate of Training, UTCS/Other Institutes																																																																									
15.	Contact Number	Office										Personal																																																														

Signature _____

Date : _____

F.No. 8/1/11/2012-13/ UTCS /TS-IV/ 651-817

Dated: 03 -01-2013

To

986
10/01/13

**All HODs / Local/ Autonomous Bodies and Corporations,
Government of NCT of Delhi.**

Sub: Personality Development Training Programmes for December 2012.

The Directorate of Training has developed training / refresher programmes for middle / lower level officers / officials under the '**Personality Development**' category. During the month of **February 2013**, four training programmes on 'Personality Development' will be organized as detailed below: -

- ❖ **Stress Management and Personality Development:** A two-day training programme on Stress Management and Personality Development is to be held from **07.02.2013 to 08.02.2013**. Modern lifestyle and competitiveness in the society both have contributed to stress situations. Coupled with a variety of situations at work place, reasons for stress multiply. This affects the output of work. Course on Stress Management is aimed at identifying situations of stress, sources of stress, impact of stress and educate participants in management of stress. **Nominations to be sent latest by 31.01.2013.**
- ❖ **Leadership and Personality Development:** A two-day training programme on Leadership and Personality Development is to be held from **14.02.2013 to 15.02.2013**. In a hierarchical form of Government, effective leadership counts for growth of the department and increased output at every level. There is need to grow as a team, and the leader is required to motivate the whole team. **Nominations to be sent latest by 07.02.2013.**
- ❖ **Communication Skills and Personality Development:** A two-day training programme on communication Skills and Personality Development is to be held from **21.02.2013 to 22.02.2013**. The ability to communicate distinguishes one individual from another. Effective communication is an important attribute of the personality. The course on Communication Skills is intended to highlight the importance of communication and develop skills for effective discharge of official and social duties. **Nominations to be sent latest by 14.02.2013.**
- ❖ **Positive Attitude and Personality Development:** A two-day training programme on Positive Attitude and Personality Development is to be held from **28-02-2013 to 01-03-2013**. Positive attitude at the workplace creates an energetic environment and helps build understanding with superiors and subordinates and thereby developing teamwork. In context of Government servants' development of positive attitude is essential owing to a variety of pressures and situations they face in every day office life. **Nominations to be sent latest by 21.02.2013.**

TARGET BENEFICIARIES OF THE COURSES

These courses are designed to enhance the skills set and knowledge of the participating **officers / officials** and to make them familiar with the new concepts, initiatives and benchmarking of the field. Besides, it would help them in their day-to-day functioning.

Detailed Training Module / Learning Units are available on our website at <http://utcs.delhigovt.nic.in>. The navigation to the courses is as detailed below:-

<http://utcs.delhigovt.nic.in> or <http://www.delhi.gov.in/Departments/UTCS>
→ Select 'Training' → Select 'Training Programs' →
Select 'Refresher or Orientation courses' → Select 'Training
Programmes on Personality Development' → Select or Click
on Learning Units and then select the desired course for a detailed
training module / learning unit.

NOMINATIONS FOR THE COURSE

It is requested that 4-5 suitable **officers / officials** may be nominated to participate in these courses. The nominations should be sent in-time for each course.

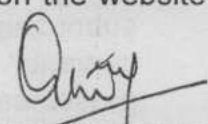
OTHER INSTRUCTIONS for the participants:

1. Participants may contact the undersigned for any information/clarification on training course.
2. Filled up Bio-data forms of nominated officials may be forwarded by department / may be filled by participants at the time of registration at 9.45 a.m. on the first day.
3. Bio-data form is available in the department's website www.utcs.delhigovt.nic.in under 'Training'.
4. Contact/correspondence may be made on Phone Nos. 22303843, 0-9810852945, Fax No. 22303844 / 22308556 and through Email address adtrg4utcs.delhi@nic.in


(CATHERINE MATHAI)
Assistant Director (Trg.)
Tele fax: 22303843

Copy to:

Asstt. Director-V (Trg.), Dte. of Training: UTCS for uploading on the website of the Department.


(CATHERINE MATHAI)
Assistant Director (Trg.)

TRAINING MODULE ON STRESS MANAGEMENT AND PERSONALITY DEVELOPMENT

(07th to 8th February 2013)

Session (Duration 75 Minute each)	Topics
DAY – 1	
Session – I (10.00 am- 11.15am)	Understanding Stress
Tea	
Session – II (11.30 am- 12.45 pm)	Stress & Personalities
Lunch	
Session – III (01.45 pm- 03.00 pm)	Causes of Stress and factors enhancing it
Tea	
Session – IV (03.15 pm- 04.30 pm)	Causes of Stress and factors enhancing it (Contd...)
DAY – 2	
Session – V (10.00 am- 11.15am)	Situations of Stress in Govt. Sector
Tea	
Session – VI (11.30 am- 12.45 pm)	Situations of Stress in Govt. Sector (Contd...)
Lunch	
Session – VII (01.45 pm- 03.00 pm)	Stress Management Techniques
Tea	
Session – VIII (03.15 pm- 04.30 pm)	Stress Busters

TRAINING MODULE ON LEADERSHIP AND PERSONALITY DEVELOPMENT

(14th to 15th February 2013)

Session (Duration 75 Minute each)	Topics
Day – 1	
Session – I (10.00 am – 11 .15am)	What is Leadership?
Tea	
Session – II (11.30 am – 12 .45 pm)	Challenges of Leadership
Lunch	
Session – III (01.45 pm – 03 .00 pm)	What makes an effective Leader
Tea	
Session – IV (03.15 pm – 04 .30 pm)	Leadership in an organizational setting
Day – 2	
Session – V (10.00 am – 11.15 am)	Leadership Scope and Need in Governmental context
Tea	
Session – VI (11.30 am – 12 .45 pm)	Leadership Scope and Need in the Governmental context
Lunch	
Session – VII (01.45 pm – 03 .00 pm)	Practical Task of Leadership
Tea	
Session – VIII (03.15 pm – 04 .30 pm)	Action Planning and Conclusions

TRAINING MODULE ON COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT

(21st to 22nd February 2013)

Session (Duration 75 Minute each)	Topic
DAY - 1	
Session - I (10.00 am - 11 .15am)	Understanding communication and communication processes
Tea	
Session - II (11.30 am - 12 .45 pm)	Types of communication and technical aid to Communication
Lunch	
Session - III (01.45 pm - 03 .00 pm)	Developing Communication Skills
Tea	
Session - IV (03.15 pm - 04 .30 pm)	Importance of communication skills in the government sector
DAY - 2	
Session - V (10.00 am - 11.15 am)	Methods of communication in the government sector
Tea	
Session - VI (11.30 am - 12 .45 pm)	Communication Skills and Public Dealing
Lunch	
Session - VII (01.45 pm - 03 .00 pm)	Essential Communication Skills
Tea	
Session - VIII (03.15 pm - 04 .30 pm)	Communication and Personality - its effect

TRAINING MODULE ON POSITIVE ATTITUDE AND PERSONALITY DEVELOPMENT

(28th February to 01st March 2013)

Session (Duration 75 Minute each)	Topic
DAY - 1	
Session - I (10.00 am - 11 .15am)	Attitude and Personality
Tea	
Session - II (11.30 am - 12 .45 pm)	Positive Attitude and its Manifestations
Lunch	
Session - III (01.45 pm - 03 .00 pm)	Positive Attitude and Optimism
Tea	
Session - IV (03.15 pm - 04 .30 pm)	Positive Affirmations and Positive Thinking
DAY - 2	
Session - V (10.00 am - 11.15 am)	Organizational Goals and Positive Attitude
Tea	
Session - VI (11.30 am - 12 .45 pm)	Work Ethics and positive Attitude
Lunch	
Session - VII (01.45 pm - 03 .00 pm)	Benefits of Positive Attitude
Tea	
Session - VIII (03.15 pm - 04 .30 pm)	Positive Attitude and Personality

12

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032

F.No. 6/1/13/2012-13/TS-II/UTCS / 475-641

Dated: 03-01-13

To,

**All HODs / Local/ Autonomous Bodies and Corporations,
Government of NCT of Delhi.**

RECEIVED
Directorate of Health Services
Govt. of Delhi.

Received on 1809
Entry No. 16/01/13
Date By: 16/01/13

Sub: Managerial Training Programmes for February 2013

The Directorate of Training has developed training / refresher programmes for **officers** under the 'Managerial Competence' category. During the Month of **February 2013**, four training programmes on '**Basic Managerial Competence**' will be organized as detailed below:-

- ❖ **Disaster Management:** A three days training programme on Basic Managerial Competence in Disaster Management (DoPT) is to be held from **06.02.2013 to 08.02.2013**. The chief purpose of this course is to give the officers a working knowledge of the different types of disasters and the different phases of the disaster management cycle viz. relief, rehabilitation, mitigation, preparedness, response, etc. Nominations to be sent latest by **30.01.2013**.
- ❖ **Corporate Management:** A three days training programme on Basic Managerial Competence in Corporate Management is to be held from **13.02.2013 to 15.02.2013**. The contents of this course are meant to improve the knowledge & skill set of the participating officers enabling them to meet the challenges running of their organizations in an efficient manner. Nominations to be sent latest by **06.02.2013**.
- ❖ **PPP Projects (Advance Course):** A six days training programme on Basic Managerial Competence in PPP Projects (Advance Course) is to be held from **18.02.2013 to 23.02.2013**. This programme is meant for such officers/officials who have had a large exposure to PPP projects and for those officers / officials who have attended the PPP Projects (Sensitisation / Basic course) previously held by the Directorate of Training, UTCS. Nominations to be sent latest by **11.02.2013**.
- ❖ **Educational Planning and Management:** A three days training programme on Basic Managerial Competence in Educational Planning and Management is to be held from **27.02.2013 to 01.03.2013**. This course is primarily meant for those Vice Principals / Principals / D.E.O.'s & Education Officers who discharge non-academic functions and their line of work involves them more and more in administrative matters of running a school. Nominations to be sent latest by **20.02.2013**.

CMO CMT
17/1/13

TARGET BENEFICIARIES OF THE COURSES

These courses are designed to enhance the skills set and knowledge of the participating **officers** and to make them familiar with the new concepts, initiatives and benchmarking of the field. Besides, it would help them in their day-to-day functioning.

Detailed Training Module / Learning Units are available on our website at <http://utcs.delhigovt.nic.in>. The navigation to the courses is as detailed below:-

<http://utcs.delhigovt.nic.in> or <http://www.delhi.gov.in/Departments/UTCS>
→ Select 'Training' → Select 'Training Programs' →
Select 'Refresher or Orientation courses' → Select 'Training
Programmes on Basic Managerial Competence' → Select or Click
on **Learning Units** and then select the desired course for a detailed
training module/learning unit

NOMINATIONS FOR THE COURSE

1. It is requested that 4 - 5 suitable **officers** may be nominated to participate in these courses. The nominations should be sent in time for each course.

OTHER INSTRUCTIONS for the participants:

1. Participants may contact the undersigned for any information/clarification on training course.
2. Filled up Bio-data forms of nominated officials may be forwarded by department / may be filled by participants at the time of registration at 9.45 a.m. on the first day.
3. Bio-data form is available in the department's website www.utcs.delhigovt.nic.in under 'Training'.
4. Contact/correspondence may be made on Phone Nos. 22303844, 0-9811144755, Fax No. 22303844 / 22308556 and through Email address adtrg2utcs.delhi@nic.in

Rajesh Bhatia
29/12/12
(RAJESH BHATIA)
Assistant Director - II (Trg.)
Tel. No. 22303844

1. Asstt. Director-V (Trg.), Dte. of Training: UTCS for uploading on the website of the Department.

Rajesh Bhatia
29/12/12
(RAJESH BHATIA)
Assistant Director - II (Trg.)

TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE IN DISASTER MANAGEMENT

Name of the Package of Courses		Basic Managerial Competence
Duration of the Course		Three days (06 th February to 08 th February, 2013)
Number of Sessions		Twelve (12)
Training Branch		II
Name of Course Coordinator		Mr. Rajesh Bhatia, Assistant Director
Sessions	Duration	Topics
Day 1, (06.02.2013)		
Session – I 10.00 am-11.15 am	75 Min.	Basic Concepts of Disaster Management, DM Cycle & HRVC Analysis
Tea		
Session – II 11.30 am-12.45 pm	75 Min.	An overview of manmade Disasters including Chemical, Biological, Radiological & Nuclear Emergencies
Lunch		
Session – III 01.45 pm- 03.00 pm	75 Min.	An Overview of Delhi vulnerability to various natural & manmade hazards
Tea		
Session – IV 03.15 pm- 04.30pm	75 Min.	Institutional arrangements for coordination at City & State level in Delhi + tabletop exercise on SDMP / DDMP
Day 2, (07.02.2013)		
Session – V 10.00 am- 11.15am	75 Min.	Issues & Challenges of Response & Relief Management
Tea		
Session – VI 11.30 am-12.45 pm	75 Min.	Post Disaster Scenario – Rapid damage assessment, Damage & loss assessment, Rehabilitation & recovery
Lunch		
Session – VII 01.45 pm-03.00pm	75 Min.	Cross cutting issues in DM – Gender, Children, Environment, Climate Change etc.
Tea		
Session – VIII 03.15 pm-04.30 pm	75 Min.	Basic Life Support
Day 3, (08.02.2013)		
Session – IX 10.00 am- 11.15am	75 Min.	An overview of IRS
Tea		
Session – X 11.30 am- 12.45 pm	75 Min.	An overview of IRS Contd..
Lunch		
Session – XI 01.45 pm-03.00 pm	75 Min.	Simulation exercise on a major earthquake situation in Delhi
Tea		
Session – XII 03.15 pm-04.30pm	75 Min.	After action review of simulation exercise

TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE IN CORPORATE MANAGEMENT

Name of the Package of Courses		Basic Managerial Competence
Duration of the Course		Three days (13 th February to 15 th February, 2013)
Number of Sessions		Twelve (12)
Training Branch		II
Name of Course Coordinator		Mr. Rajesh Bhatia, Assistant Director
Session	Duration	Topics
Day 1, (13.02.2013)		
Session – I 10.00 am- 11.15am	75 Min.	Corporate Management – Definition & Background
Tea		
Session – II 11.30 am- 12.45 pm	75 Min.	Corporate Management – Philosophy, Principles and Mission
Lunch		
Session – III 01.45 pm- 03.00 pm	75 Min.	Corporate Management – International Perspective
Tea		
Session – IV 03.15 pm- 04.30 pm	75 Min.	Corporate Management – Indian Scenario
Day 2, (14.02.2013)		
Session – V 10.00 am- 11.15am	75 Min.	Ministry of Corporate Affairs – Organization and Role
Tea		
Session – VI 11.30 am- 12.45 pm	75 Min.	Corporate Governance Legislations
Lunch		
Session – VII 01.45 pm- 03.00 pm	75 Min.	Corporate Scams
Tea		
Session – VIII 03.15 pm- 04.30 pm	75 Min.	Government Companies and corporate Management
Day 3, (15.02.2013)		
Session – IX 10.00 am- 11.15am	75 Min.	Management Challenges
Tea		
Session – X 11.30 am- 12.45 pm	75 Min.	Bureaucracy and Corporate Management
Lunch		
Session – XI 01.45 pm- 03.00 pm	75 Min.	Corporate Social Responsibilities
Tea		
Session – XII 03.15 pm- 04.30 pm	75 Min.	Infosys – Success Story

**TRAINING MODULE OF BASIC MANAGERIAL COMPETENCE IN PPP PROJECTS
(ADVANCE COURSE)**

Name of the Package of Courses		Basic Managerial Competence
Duration of the Course		Six Days (18.02.2013 to 23.02.2013)
Number of Sessions		Twenty Four (24)
Training Branch		II
Name of Course Coordinator		Sh. Rajesh Bhatia, Assistant Director
Sessions	Duration	Topics
Day 1		
Session – I 10.00 am-11.15 am	75 Min.	Introduction to PPPs
Tea		
Session – II 11.30 am-12.45 pm	75 Min.	Introduction to PPPs
Lunch		
Session – III 01.45 pm- 03.00 pm	75 Min.	Identification & Organisation
Tea		
Session – IV 03.15 pm- 04.30pm	75 Min.	Identification & Organisation
Day 2		
Session – V 10.00 am- 11.15am	75 Min.	Hiring Transaction Advisor
Tea		
Session – VI 11.30 am-12.45 pm	75 Min.	Case Study & Role Play
Lunch		
Session – VII 01.45 pm-03.00pm	75 Min.	PPP Structuring
Tea		
Session – VIII 03.15 pm-04.30 pm	75 Min.	PPP Structuring
Day 3		
Session – IX 10.00 am- 11.15am	75 Min.	Key Analytical Constructs Demand Analysis
Tea		
Session – X 11.30 am- 12.45 pm	75 Min.	K.A.C. Cost Analysis
Lunch		
Session – XI 01.45 pm-03.00 pm	75 Min.	K.A.C. Demand Analysis
Tea		
Session – XII 03.15 pm-04.30pm	75 Min.	Financial Analysis Finalising the Financial Structure
Day 4		
Session – XIII 10.00 am- 11.15am	75 Min.	Financial Analysis Review of Outputs & Results
Tea		
Session – XIV 11.30 am- 12.45 pm	75 Min.	Optimising Financial Viability – understanding the viability enhances Class exercise.– Assessing Financial viability & Bankability
Lunch		
Session – XV 01.45 pm-03.00 pm	75 Min.	Value for Money Analysis
Tea		
Session – XVI 03.15 pm- 04.30pm	75 Min.	PPP Structuring – Sequential Analysis to arrive at Optimal Structure
Day 5		
Session – XVII 10.00 am- 11.15am	75 Min.	Tendering & Contracting
Tea		
Session – XVIII 11.30 am- 12.45 pm	75 Min.	Tendering & Contracting
Lunch		
Session – XIX 01.45 pm-03.00 pm	75 Min.	Class exercise – Evaluating technical & financial capacity for hypothetical bids
Tea		
Session – XX 03.15 pm-04.30pm	75 Min.	Implementation & Monitoring
Day 6		
Session – XXI 10.00 am- 11.15am	75 Min.	Implementation & Monitoring
Tea		
Session – XXII 11.30 am- 12.45 pm	75 Min.	Relationship Management Dispute Resolution
Lunch		
Session – XXIII 01.45 pm-03.00 pm	75 Min.	Toolkit Overview
Tea		
Session – XXIV 03.15 pm-04.30pm	75 Min.	Evaluation, Feedback and Valediction

**TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE IN EDUCATIONAL
PLANNING AND MANAGEMENT**

Name of the Package of Courses		Basic Managerial Competence
Duration of the Course		Three days (27 th February to 01 st March, 2013)
Number of Sessions		Twelve (12)
Training Branch		II
Name of Course Coordinator		Mr. Rajesh Bhatia, Assistant Director
Sessions	Duration	Topics
Day 1, (27.02.2013)		
Session – I 10.00 am- 11.15am	75 Min.	Education Planning and Economic Growth
Tea		
Session – II 11.30 am- 12.45 pm	75 Min.	Concept need and Process of Educational Planning & Management
Lunch		
Session – III 01.45 pm- 03.00 pm	75 Min.	Principles and Techniques of Educational Planning
Tea		
Session – IV 03.15 pm- 04.30 pm	75 Min.	Planning Machineries
Day 2, (28.02.2013)		
Session – V 10.00 am- 11.15am	75 Min.	Principal as Manager of School Organization
Tea		
Session – VI 11.30 am- 12.45 pm	75 Min.	Motivation and Educational Leaderships
Lunch		
Session – VII 01.45 pm- 03.00 pm	75 Min.	Quality and Management Information System
Tea		
Session – VIII 03.15 pm- 04.30 pm	75 Min.	NPE and Curriculum Planning: Salient Points
Day 3, (01.03.2013)		
Session – IX 10.00 am- 11.15am	75 Min.	Management Skills
Tea		
Session – X 11.30 a.m- 12.45 pm	75 Min.	Negotiation Skills
Lunch		
Session – XI 01.45 pm- 03.00 pm	75 Min.	Conflict Management
Tea		
Session – XII 03.15 pm- 04.30 pm	75 Min.	Management issues related to School Education

18

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032
Tele Fax : 22388504, Fax No. 22308556, 22303843-44 Email: adtrg5utcs.delhi@nic.in

File No F 9 (2)/9 /2012-13/UTCS/TS-V/ 1079-1245

Date: 07-01-13

To

CENTRAL DIARY
Directorate of Health Services
Govt. of Delhi.

18/0
16/01/13

**All HODs / Local/ Autonomous Bodies and Corporations,
Government of NCT of Delhi.**

Sub: Good Governance Training Programmes for February 2013.

The Directorate of Training has developed training / refresher programmes for middle / lower level officers / officials under the 'Good Governance' category. During the month of **February 2013**, four training programmes on 'Good Governance' will be organized as detailed below: -

- ❖ **Ethics & Values in Governance:** A two-day training programme on 'Good Governance-Ethics & Values in Governance' is to be held from **05.02.2013 to 06.02.2013**. 'Ethics & Values in Governance' being one of the most important parameters of good governance has always been a matter of great concern. Accountability aspects of governance are automatically addressed if there are ethics in the system. **Nominations to be sent latest by 23.01.2012.**
- ❖ **Good Governance and Accountability:** A one-day training programme on 'Good Governance and Accountability' to be held from **12.02.2013**. There is no issue more central to good governance than accountability i.e., accountability of those in government to the citizenry. Issues of accountability to the citizenry are the most important elements of contemporary governance and, as a consequence, need to be at the very center of any discussion about good governance and education for the public service. **Nominations to be sent latest by 05.02.2012**
- ❖ **Responsiveness:** A One-day training programme on 'Good Governance and Responsiveness' is to be held from **19.02.2013**. There is nothing about which citizenry is more concerned than responsiveness in governments ie pattern of response of Govt. servants to people and events. Issue of responsiveness in Governments generally remains at the centre point during discussion on good governance. The present course on 'Good Governance and Responsiveness' focuses on developing an understanding amongst govt. officers about responsiveness and various processes involved in promoting it, as step towards good governance. **Nominations to be sent latest by 12.02.2013.**
- ❖ **Good Governance and Transparency-RTI Act:** A Three days training programme on 'Good Governance and Transparency-RTI Act' is to be held w.e.f. **26.02.2013 to 28.02.2013**. Transparency being one of the most important parameters of good governance has always been a matter of great concern amongst the citizenry. Accountability aspects of governance are automatically addressed if there is transparency in the system. Right to information being a powerful tool of transparency will remain at the centre during the training programme in order to develop clear understanding of the law and procedure. **Nominations to be sent latest by 19.02.2013**

TARGET BENEFICIARIES OF THE COURSES

The Course has been designed to benefit those who, while working in the Government, its local/autonomous bodies, public sector undertakings, are required to play managerial role and are responsible for Good Governance. The Course would be useful to all middle/higher level functionaries. Training Module/Learning Units are enclosed.

Detailed Training Module / Learning Units are available on our website at <http://utcs.delhigovt.nic.in>. The navigation to the courses is as detailed below:-

<http://utcs.delhigovt.nic.in> or <http://www.delhi.gov.in/Departments/UTCS>
→ Select 'Training' → Select 'Training Programs' →
Select 'Refresher or Orientation courses' → Select 'Training
Programmes on Good Governance' → Select or Click on
Learning Units and then select the desired course for a detailed training
module/learning unit

NOMINATIONS FOR THE COURSE

It is requested that 4-5 suitable officers / officials may be nominated to participate in these courses. The nominations should be sent in time for each course.

OTHER INSTRUCTIONS for the participants:

1. Participants may contact the undersigned for any information/clarification on training course.
2. Filled up Bio-data forms of nominated officials may be forwarded by department / may be filled by participants at the time of registration at 9.45 a.m. on the first day.
3. Bio-data form is available in the department's website www.utcs.delhigovt.nic.in under 'Training'.
4. Contact/correspondence may be made on Phone No. 22388504, Fax No. 22308556 / 22303843 / 22303844 and through Email address adtrg5utcs.delhi@nic.in


(NEETA NEGI)

Assistant Director (Trg.)
Tele : 22388504

Copy to:

The Assistant Director-V (Trg.), Dte. of Training: UTCS for uploading on the website of the Department.


(NEETA NEGI)

Assistant Director (Trg.)

20

Course Code – Good Governance
 Course Coordinator – Mrs. Neeta Negi,
 Assistant Director
 E-mail: adtrg5utcs.delhi@nic.in

TRAINING MODULE ON GOOD GOVERNANCE, ETHICS & VALUES IN GOVERNANCE

Date: 05th February to 06th February, 2013

Session (Duration 75 Minutes each)	Topics
DAY 1	
Session – I (10.00 am- 11.15am)	Introduction to Governance
	Tea
Session – II (11.30 am- 12.45pm)	Introduction to Governance (Contd...)
	Lunch
Session – III (01.45 pm- 03.00pm)	Ethics and Values in Governance
	Tea
Session – IV (03.15 pm- 04.30 pm)	Ethics and Values in Governance (Contd...)
DAY 2	
Session – I (10.00 am- 11.15am)	Ethical Challenges in Governance
	Tea
Session – II (11.30 am- 12.45pm)	Ethical Challenges in Governance (Contd...)
	Lunch
Session – III (01.45 pm- 03.00pm)	Practical Ethics for Good Governance
	Tea
Session – IV (03.15 pm- 04.30 pm)	Question-Answer and valediction

TRAINING MODULE ON GOOD GOVERNANCE AND ACCOUNTABILITY

Date : 12th February, 2013

Session (Duration 75 Minutes each)	Topics
DAY 1	
Session – I (10.00 am- 11.15am)	Citizenship and Constitutional Provisions
	Tea
Session – II (11.30 am- 12.45pm)	Role of Citizens and Democracy
	Lunch
Session – III (01.45 pm- 03.00pm)	General responsibilities of Citizens and Governance
	Tea
Session – IV (03.15 pm- 04.30 pm)	General responsibilities of Citizens and Governance
DAY 2	
Session – I (10.00 am- 11.15am)	Some Basic qualities of a Good Citizen
	Tea
Session – II (11.30 am- 12.45pm)	Some Basic qualities of a Good Citizen (Contd.)
	Lunch
Session – III (01.45 pm- 03.00pm)	Some Basic qualities of a Good Citizen (Contd.)
	Tea
Session – IV (03.15 pm- 04.30 pm)	Some Basic qualities of a Good Citizen (Contd.)

TRAINING MODULE ON GOOD GOVERNANCE AND RESPONSIVENESS

Date : 19TH February 2013

Session (Duration 75 Minute each)	Topics
DAY - 1	
Session - I (10.00 am- 11.15am)	Good Governance: Key Indicators
	Tea
Session - II (11.30 am- 12.45 pm)	Understanding responsiveness and it's need
	Lunch
Session - III (01.45 pm- 03.00 pm)	Enhancing responsiveness
	Tea
Session - IV (03.15 pm- 04.30 pm)	Responsiveness in governance

TRAINING MODULE ON GOOD GOVERNANCE AND TRANSPARENCY-RTI ACT

Date : 26th February To 28th February, 2013

Session (Duration 75 Minute each)	Topics
DAY - 1	
Session - I (10.00 am- 11.15am)	Good Governance: Key Indicators
	Tea
Session - II (11.30 am- 12.45 pm)	Transparency: meaning and need
	Lunch
Session - III (01.45 pm- 03.00 pm)	Right to Information: Global and Historical perspective
	Tea
Session - IV (03.15 pm- 04.30 pm)	Salient features of RTI Act 2005
DAY - 2	
Session - I (10.00 am- 11.15am)	Salient features of RTI Act 2005
	Tea
Session - II (11.30 am- 12.45 pm)	Salient features of RTI Act 2005
	Lunch
Session - III (01.45 pm- 03.00 pm)	Salient features of RTI Act 2005 Appeal
	Tea
Session - IV (03.15 pm- 04.30 pm)	Salient features of DRTI Act 2005
DAY - 3	
Session - I (10.00 am- 11.15am)	CIC Decisions and Court Rulings
	Tea
Session - II (11.30 am- 12.45 pm)	CIC Decisions and Court Rulings
	Lunch
Session - III (01.45 pm- 03.00 pm)	Practical Tips for PIOs: Interpreting the Act
	Tea
Session - IV (03.15 pm- 04.30 pm)	Practical Tips for PIOs: Tackling Questions

2.

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES**

Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032
Tele Fax : 22380646, Fax No. 22308556, 22303843-44 Email: adtrg5utcs.delhi@nic.in

File No F 9 (1)/2 /2012-13/UTCS/TS-V/ 052-1018

Date: 07-01-13

To

**All HODs / Local/ Autonomous Bodies and Corporations,
Government of NCT of Delhi.**

Sub: General Awareness Training Programmes for February 2013.

The Directorate of Training has developed training / refresher programmes for middle / lower level officers / officials under the 'General Awareness' category. During the month of **February 2013**, four training programmes on 'General Awareness' will be organized as detailed below: -

- ❖ **Consumer Affairs:** A one-day training programme on 'General Awareness about Consumer Affairs' is to be held on **01.02.2013**. The above said training programme focuses on Rights and protection of the consumer who have become an important issue in era of free market economy and liberalization. Awareness of consumer rights helps building up an atmosphere of ethical business tradition and guard against unfair business activities, frauds, misrepresentation etc. The course is designed to create consumer awareness and develop a strong consumer protection movement. **Nominations to be sent latest by 21.01.2013.**
- ❖ **Legislative Procedures and Practices:** A One-day training programme on 'Legislative Procedures and Practices' is to be held on **08.02.2013**. The course on 'Legislative Procedures and Practices' focuses on primary function of Legislature which is to frame laws for the society. These Legislative procedures and their transformation into Legislative practices, along with their genesis, is the focus of this Training Programme, with main emphasis given to Delhi Legislative Assembly. **Nominations to be sent latest by 30.01.2012**
- ❖ **Rights and Welfare of Senior Citizen:** A One day training programme on 'General Awareness about Rights and Welfare of Senior Citizen' is to be held on **15.02.2013**. The above training programme focuses on improving the quality of life of senior citizens. The constitution of India mandates well-being of older persons. Directive Principles of State Policy also envisage that the State make effective provision for securing the right of public assistance in cases of old age. Provisions directing the State to improve the quality of life of its citizens also include senior citizens. Right to equality has been guaranteed by the Constitution as a Fundamental Right. Social Security has been made the concurrent responsibility of the Central and State Governments. **Nominations to be sent latest by 04.02.2013.**
- ❖ **Civil Rights and Human Rights:** A One-day training programme on 'General Awareness about Civil Rights and Human Rights' is to be held on **22.02.2013**. The above course focuses on important Civil and Human rights. Civil rights are a class of rights and freedoms that primarily flow from democratic constitutions and are available to individuals as citizens. These rights protect individuals from unwarranted action by government. These rights ensure one's ability to participate in the civil and political life of the state without discrimination or

repressions. Human Rights on the other hand, are rights which are universal and which one is entitled to as a Human, such as, Right to Life, Right to express, Right to free trial, and Right against torture etc. **Nominations to be sent latest by 08.02.2013.**

TARGET BENEFICIARIES OF THE COURSES

The Course has been designed to benefit those who are working in the Government, its local/autonomous bodies, public sector undertakings. The course would also be beneficial to members of RWAs who may play a crucial role in sensitizing people.

Detailed Training Module / Learning Units are available on our website at <http://utcs.delhigovt.nic.in>. The navigation to the courses is as detailed below:-

<http://utcs.delhigovt.nic.in> or <http://www.delhi.gov.in/Departments/UTCS>
→ Select 'Training' → Select 'Training Programs' →
Select 'Refresher or Orientation courses' → Select 'Training
Programmes on General Awareness' → Select or Click on
Learning Units and then select the desired course for a detailed training
module/learning unit

NOMINATIONS FOR THE COURSE

It is requested that 4-5 suitable **officers / officials** may be nominated to participate in these courses. The nominations should be sent in time for each course.

OTHER INSTRUCTIONS for the participants:

1. Participants may contact the undersigned for any information/clarification on training course.
2. Filled up Bio-data forms of nominated officials may be forwarded by department / may be filled by participants at the time of registration at 9.45 a.m. on the first day.
3. Bio-data form is available in the department's website www.utcs.delhigovt.nic.in under 'Training'.
4. Contact/correspondence may be made on Phone No. 22380646, 22381704, Fax No. 22308556 / 22303843 / 22303844 or through Email address adtrg5utcs.delhi@nic.in


(PRAVIR JAIN)

Assistant Director (Trg.V)

Tele : 22380646

Copy to:

Asstt. Director (IT.), Dte. of Training: UTCS for uploading on the website of the Department.


(PRAVIR JAIN)

Assistant Director (Trg.V)

Course Code – General Awareness
 Course Coordinator – Shri Pravir Jain,
 Assistant Director(Trg.-V)
 E-mail: adtrg5utcs.delhi@nic.in

TRAINING MODULE ON GENERAL AWARENESS ABOUT CONSUMER AFFAIRS

Date : 01th February, 2013

Session (Duration 75 Minutes each)	Topics
DAY 1	
Session – I (10.00 am- 11.15am)	Background and history of consumer rights movement
Tea	
Session – II (11.30 am- 12.45pm)	Consumer rights and social & legal responsibility of the business
Lunch	
Session – III (01.45 pm- 03.00pm)	Consumer Protection Act, 1986
Tea	
Session – IV (03.15 pm- 04.30 pm)	Consumer Protection – role of civil society and media

TRAINING MODULE ON GENERAL AWARENESS ABOUT LEGISLATIVE PROCEDURES AND PRACTICES

Date : 08th February, 2013

Session (Duration 75 Minutes each)	Topics
DAY 1	
Session – I (10.00 am- 11.15am)	History
Tea	
Session – II (11.30 am- 12.45pm)	Legislative Process in India
Lunch	
Session – III (01.45 pm- 03.00pm)	Delhi Legislative Assembly
Tea	
Session – IV (03.15 pm- 04.30 pm)	Transaction of Business of Government of National Capital Territory of Delhi, 1993

TRAINING MODULE ON GENERAL AWARENESS ABOUT RIGHTS AND WELFARE OF SENIOR CITIZEN

Date : 15th February, 2013

Session (Duration 75 Minute each)	Topics
DAY - 1	
Session - I (10.00 am- 11.15am)	International Efforts for Welfare of Aged
	Tea
Session - II (11.30 am- 12.45 pm)	National Policy on Older Persons
	Lunch
Session - III (01.45 pm- 03.00 pm)	Maintenance and Welfare of Parents and Senior Citizens Act 2007
	Tea
Session - IV (03.15 pm- 04.30 pm)	Facilities to the Older Persons

TRAINING MODULE ON GENERAL AWARENESS ABOUT CIVIL RIGHTS AND HUMAN RIGHTS

Date : 22ND February, 2013

Session (Duration 75 Minute each)	Topics
DAY - 1	
Session - I (10.00 am- 11.15am)	History of Civil & Human Rights
	Tea
Session - II (11.30 am- 12.45 pm)	Concept and Characteristics of Human Rights
	Lunch
Session - III (01.45 pm- 03.00 pm)	Guarantees of Rights
	Tea
Session - IV (03.15 pm- 04.30 pm)	Human Rights in India

F.No. 8(1)5/2012-13/UTCS(TS-IV)/ 1255-1421

Dated: 08-01-2013

CIRCULAR

The Directorate of Training is entrusted with the basic responsibility of conducting training programmes for various levels of officials/officers in various areas of administration. The Directorate has identified subjects relating to Personality Development. DoPT had sponsored a three-day training course on "Time Management, Work-Life Balance and Personality Development". The Course will commence on 13-03-2013 (Wednesday) and end on 15-03-2013 (Friday).

IMPORTANCE OF THE COURSE

The Training Course on Time Management, Work-Life Balance and Personality Development has been especially designed for the officers/staff who are facing difficulties to balance their office work and personal lives. It has been a well-established fact that at both the places i.e. the office and home conditions have an impact on each other. Due to increase in the responsibilities at office and at home front, a Govt. servant is required to be trained to maintain a balance and deal with the situation effectively. The Directorate of Training, UTCS through its carefully designed modules, look forward to train the officers and staff on effective time management and maintaining work – life balance.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit all middle / lower level functionaries in the Government, its local/autonomous bodies, public sector undertakings. Training Module / Learning Units are enclosed.

OBJECTIVES OF THE COURSE

At the end of the Course, the participants will be able to:

1. Define key concepts with Time Management.
2. Identify main obstacles to effective Time Management
3. Use techniques to build effective Time Management and
4. Maintain a Work-Life balance in their lives.

CONTENTS OF THE COURSE

1. Understanding Personality
2. Types of Personality Traits
3. Character & Growth of Personality
4. Positive Attitude and its Manifestations
5. Time and Management of Time
6. Time Management and Organization
7. Time Management and Planning
8. Time Management in Government Setup
9. Importance of Work-Life Balance
10. Values & Barriers in Work-Life Balance
11. Role of Employer/Employee in balancing Work and Life
12. Organizational benefits from Work-Life Balance

METHODOLOGY OF THE COURSE

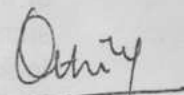
The Course would be conducted by experts and experienced in the area of Time Management, Work – Life Balance and Personality Development. While lecture method would be generally followed, case studies, group discussions and documentaries may also be included in some sessions. The Course would be interactive and participants encouraged to raise questions and get their doubts cleared.

NOMINATIONS FOR THE COURSE

- 27
3. Nomination letter along with bio-data of the participants in the format prescribed (enclosed) may be sent by 06-03-2013.
 4. **Nominations received after 06-03-2013 may not be entertained.**
 5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

OTHER INSTRUCTIONS

1. Participants are expected to observe punctuality and regularity.
2. Participants are expected to keep their mobile phones **on silent mode** during the training sessions.
3. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
4. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
5. Participants may contact the undersigned for any information/clarification on training course.
6. Filled up Bio-data forms of nominated officials may be forwarded by department.
7. Bio-data form is available in the department's website www.utcs.delhigovt.nic.in under 'Training'.
8. Contact/correspondence may be made on Phone No. 22303843, Fax No. 22303844 and through Email address adtrg4utcs.delhi@nic.in



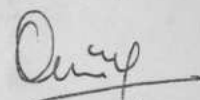
(CATHERINE MATHAI)
Assistant Director – IV (Trg.)
Telefax No. 22303843

F.No. 8(1)5/2012-13/UTCS(TS-IV)/ 1255-1421

Dated: 08-01-2013

Copy for information to:

1. All HODs / Local / Autonomous Bodies and State Undertakings /Corporations with the request to encourage their officers to avail the benefit of this training.
2. Assistant Director – (Training – V), Directorate of Training: UTCS for uploading on the website of the Department.



(CATHERINE MATHAI)
Assistant Director – IV (Trg.)